

Retention and Classification Report

Agency: Department of Public Safety. Division of Emergency Management (183)

1110 State Office Building
Salt Lake City, UT 84114
801-538-3400

Records Officer: _____

28558	Administrative meeting minutes
83938	Annual reports
16945	Council of Defense minutes and meeting files
16943	Designation of emergency interim successors
28696	Disaster plan records
28703	Division Committees/Boards
28694	Emergency Management Accreditation Program (EMAP)
28693	Emergency Management Assistance Compact (EMAC) assistance re
28695	Emergency SOPs and checklists
28699	Employee Training
23902	Fault Line Forum
09876	Federal correspondence
28700	Flood Mapping
16940	Flooding incidents case files
23416	Grant records
28689	Hazard Mitigation Assistance
09872	House and Senate bills
14448	Local, county, state, and other state disaster files
16938	Monthly activity reports
28702	Multimedia
22841	Press releases
28529	Publications
27218	Search and Rescue Financial Assistance Program reimbursement
28701	Social Media
28692	State Emergency Management (EM) Certification Program
28697	State FEMA/Dept of Homeland Security (DHS) Reports
06315	Travel reimbursement requests
28698	Utah Native American Tribal Activities

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28558

3

TITLE: Administrative meeting minutes

DATES: 2013-

ARRANGEMENT: Chronologically

DESCRIPTION:

May include agendas, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 83938

3

TITLE: Annual reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are the Division of Emergency Management's official annual publication outlining its activities and is submitted to the state government and the public. The report includes information on the implementation and status of each program, as well as the effects of agency-wide policies and a listing of disbursements. Short histories of the past year's major disasters are also included.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 83938

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16945

3

TITLE: Council of Defense minutes and meeting files

DATES: 1978-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are minutes of the Council of Defense, correspondence relating to the Council, and policy statements debated and issued by the council in order to establish guidelines and actions to protect the lives and property of citizens of the state in the event of an emergency. These files include names of the nine members of the Council; persons addressing the Council; names and addresses of those corresponding with the Council; and issues, policies, and actions of the Council.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The Council of Defense set guidelines for civil defense before the Division of Comprehensive Emergency Management was reorganized during 1981-1982. This function is now provided by the administration of the Department of Public Safety. A permanent retention is needed to preserve the historic and administrative value.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16945

TITLE: Council of Defense minutes and meeting files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16943

3

TITLE: Designation of emergency interim successors

DATES: 1984-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to document the line of succession for the top-level positions to be used in case of emergency(Utah Code 53-2A 804(1)(c) & 807(1)(c)(2013)). These records document the lines of succession for personnel authorized to exercise the powers of their respective offices. Information includes the names and contact information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after superseded and then destroy.

Computer data files: Retain in Office for 1 year after superseded and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

Each list is superseded by its successor after 1 year since Utah Code sections 53-2A-804(1)(c) & 83-2A-804(1)(c) require that this list be sent to the agency each year by July 1.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16943

TITLE: Designation of emergency interim successors

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28696

3

TITLE: Disaster plan records

DATES: 2005-

ARRANGEMENT: Alphabetical by file folder

DESCRIPTION:

These records support the agency's function to prepare, implement and maintain programs and plans for prevention and minimization of damage cause by natural disasters (Utah Code 53-2a-104(c)(2013)). These records document the agency's preparations to address various types of disasters. Information includes COOP; EOP; State Homeland Security Strategic Plan; Communication Plan; Recovery Plan; Mitigation Plan; Division Strategic Plan; Emergency Action Guide; and other plans as needed.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

RETENTION JUSTIFICATION:

Schedule 16-18 was selected for these records because the time frame for superseding records is not specified. 6/8/2015 CDM

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28696

TITLE: Disaster plan records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g) (2014)

Protected. Utah Code 63G-2-305(11) (2014)

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28703

3

TITLE: Division Committees/Boards

DATES: 2014-

ARRANGEMENT: Alphabetical by file folder

DESCRIPTION:

Copied from GRS

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28703

TITLE: Division Committees/Boards

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28694

1

TITLE: Emergency Management Accreditation Program (EMAP)

DATES: 2006-

ARRANGEMENT: Alphabetical by file folder

DESCRIPTION:

This record includes: agendas, meeting minutes, final reports, accreditation/re accreditation, and related records such as documenting the travel of DEM employees supporting EMAP deployment to assess other states.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-305(2014)

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28693

1

TITLE: Emergency Management Assistance Compact (EMAC) assistance records

DATES: 2012-

ARRANGEMENT: Alphabetical by file folder

DESCRIPTION:

The Division of Emergency Management cooperates with corresponding governmental agencies in other states participating in the Emergency Management Assistance Compact to provide support and training related to managing emergencies and disasters (Utah Code 53-2a-402(1)(b) and (c)(2013)). Records document the deployment of Utah personnel and resources to other states, as well as the support and resources received from other states when dealing with Utah emergencies and disasters. Records may include duty rosters, management plans, payrolls, equipment lists, and related records.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28693

TITLE: Emergency Management Assistance Compact (EMAC) assistance records

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 63G-2-106(2008)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(47)(2015)

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28695

3

TITLE: Emergency SOPs and checklists

DATES: 2014-

ARRANGEMENT: Alphabetical by file folder

DESCRIPTION:

These records support the agency's function to make rules to assist political subdivisions (Utah Code 53-2A-306(1)(b)(2013)). These records document each DEM section's standard operating procedures and checklist before, during, and after emergencies. The Liaison (LNO) map is also included.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28695

TITLE: Emergency SOPs and checklists

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28699

3

TITLE: Employee Training

DATES: 2014-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

Correspondence, memorandum, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system. This record includes federal forms, personnel required training, evaluations, synopsis, correspondence, and training reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until made part of employee personnel file.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-305(2014)

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 23902

3

TITLE: Fault Line Forum

DATES: ca. 1984-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 9876

3

TITLE: Federal correspondence

DATES: ca. 1963-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 9876

TITLE: Federal correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28700

3

TITLE: Flood Mapping

DATES: 2003-

ARRANGEMENT: Alphabetic by file folder

DESCRIPTION:

This record includes: the National Flood Mapping Insurance Program (NFIP) and the Risk Map. It may include: reports, correspondence, budget information, audits, monitoring, and maps. This is a FEMA program that DEM coordinates with the jurisdictions in the State of Utah.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28700

TITLE: Flood Mapping

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-305(2014)

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16940

3

TITLE: Flooding incidents case files

DATES: 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by area.

DESCRIPTION:

These are case files which document instances of flooding and how Comprehensive Emergency Management (CEM) dealt with the situations. The records include correspondence to and from local officials of the flooded area; the assessment by CEM; names of people affected by the flooding, home addresses, type and amount of property damage; and documentation relating to officially declared situations of emergency. Includes the Thistle slide, Great Salt Lake flooding, etc.

RETENTION:

Permanent. Retain for 8 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These case files document the handling of flooding disasters before the institution of the Recovery Program. They provide research opportunity concerning the manner in which Utah dealt with flooding prior to the 1983 disasters.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16940

TITLE: Flooding incidents case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 23416

3

TITLE: Grant records

DATES: 1998-

ARRANGEMENT: Alphabetical by county name.

DESCRIPTION:

The agency manages funds granted by the federal government for local emergency management planners. Records document fund distribution and usage, and includes applications, award documentation, and project management files.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after final action and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28689

3

TITLE: Hazard Mitigation Assistance

DATES: 2003-

ARRANGEMENT: Alphabetical by folder title

DESCRIPTION:

This record includes: the Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation Program (PDMG); and the Flood Mitigation Assistance (FMA) Grants. They are used as an historical record and will therefore be referred to for lessons learned. It may include: reports, correspondence, budget information, audits, monitoring, and maps.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

This record includes: the Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation Program (PDMG); and the Flood Mitigation Assistance (FMA) Grants. They are used as an historical record and will therefore be referred to for lessons learned.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28689

TITLE: Hazard Mitigation Assistance

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 9872

3

TITLE: House and Senate bills

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series documents the legislation and supportive materials developed by Comprehensive Emergency Management. The information includes analyses and recommendations for general appropriations and supplemental requests for flood planning.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proposed legislation records, GRS-1690.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 14448

3

TITLE: Local, county, state, and other state disaster files

DATES: 1980-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series provides documentation of disasters which have occurred primarily in Utah, but also include other areas of the world. Examples include the 1980 Utah and Idaho joint flooding recommendation, 1984 Brigham City drain system, 1981 Moab Propane explosion, 1983 Great Salt Lake flooding, 1991 Desert Storm and 1980 Mount St. Helens eruption. They are used by Comprehensive Emergency Management as reference material in case similar situations develop again. May include photographs, situation reports, task force material, executive orders, emergency fund requests for national guard assistance, correspondence, executive orders, etc.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records in recording disasters and their impact on the State of Utah.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 14448

TITLE: Local, county, state, and other state disaster files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16938

3

TITLE: Monthly activity reports

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are copies of reports of CEM staff activities which chart the progress and success of various projects and exercises, and indicate the initiation of new projects. The originals are submitted to the Commissioner of Public Safety with a report from the director of CEM. These reports include names of staff members; time spent at various activities such as writing disaster plans; conducting exercises, training courses, and shelter surveys; determining status of current projects; and indicating factors relating to the initiation of new projects.

RETENTION:

Retain for 36 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 33 years and then destroy.

APPRAISAL:

These records have administrative value(s).
44 CFR 360.4 indicates that CEM training plans cover a three year period. The activity reports would form background material for these plans. However, because these reports indicate the initiation of projects resulting in emergency plans for the state at large, they warrant a longer retention for administrative purposes of the program.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 16938

TITLE: Monthly activity reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28702

3

TITLE: Multimedia

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

This series provides a record of photographs taken at or by the Division of Emergency Management to include training events, staff meetings, exercises and others.

It may also contain videos documenting or supporting those events.

It may also contain original artwork and logos supporting publications and programs of the Division.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).

Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28702

TITLE: Multimedia

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 22841

3

TITLE: Press releases

DATES: 1995-

ARRANGEMENT: Chronological

DESCRIPTION:

A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28529

3

TITLE: Publications

DATES: 7/30/2013-

ARRANGEMENT: Alphabetically by campaign or event

DESCRIPTION:

This series contains documents created by the agency, including newsletters, pamphlets, leaflets, published and processed documents related to emergency management projects and the mission of the Division of Emergency Management.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the campaign or event has ended and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2014 and continuing to the present. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28529

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 27218

3

TITLE: Search and Rescue Financial Assistance Program reimbursement files

DATES: 1998-

ARRANGEMENT: Alphabetical by county name, thereunder by reimbursement status.

DESCRIPTION:

These records support the agency's function to reimburse counties for search and rescue operations (Utah Code 53-2a-1102(4)(2015)) and document funds paid to county sheriff offices. Information includes reimbursement applications and other related information. Statistical and financial data collected from the submitted forms is used to create an annual report.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

These records have fiscal value as they document funds paid for search and rescue operations.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 27218

TITLE: Search and Rescue Financial Assistance Program reimbursement files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28701

1

TITLE: Social Media

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains social media posts to available social networks, including Facebook, Twitter, Instagram, Vine, Tumblr and more.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then transfer to State Archives.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28692

3

TITLE: State Emergency Management (EM) Certification Program

DATES: 2015-

ARRANGEMENT: Alphabetical by file folder.

DESCRIPTION:

Correspondence, memorandum, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until made part of personnel file.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-305(2014)

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28697

1

TITLE: State FEMA/Dept of Homeland Security (DHS) Reports

DATES: 2007-

ARRANGEMENT: Alphanumeric by year and file folder

DESCRIPTION:

This record includes: correspondence; training; and reports of the Threats and Hazards Identification Risk Assessment (THIRA), State Preparedness Report (SPR) required annual reports, State Homeland Security Strategic Plan, Hazards Identification Risk Assessment (HIRA), and capability gap analysis.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 6315

1

TITLE: Travel reimbursement requests

DATES: 1982-

ARRANGEMENT: Chronological.

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, social security number, and telephone number.

AGENCY: Department of Public Safety. Division of Emergency Management

SERIES: 28698

1

TITLE: Utah Native American Tribal Activities

DATES: 2004-

ARRANGEMENT: Alphabetical by file folder

DESCRIPTION:

This record includes: correspondence; Utah Tribal Emergency Response Committee (UTERC) agendas and minutes; Native American Summit participation; and other documents as needed. These documents demonstrate Native American relationship and activities with DEM, DPS, and the Utah Tribal Nations.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-305(2014)